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12 March 1982

Excerpts from ODP Staff Meeting - 12 March 1982 (U)

1. There was no staff meeting on 5 March 1982. (U)

25X1 2. Mr. Johnson attended an MG conference off site on 11-12 March. [] chaired the staff meeting. (U)

25X1 3. An audit team has been chartered by Mr. Fitzwater of CIA and [] of DIA to audit the SAFE project. The team is
25X1 chaired by [] IHSA. Members are: [] of OC,
25X1 25X1 [] of DDI. [] of ODP, and from DIA-- []
25X1 [] and a contractor from [] are consultants. Their report is due the first week of April. (S)(C)

25X1 25X1 4. [] has named [] to replace [] on the SAFE Project. (U) 25X1

5. The Agency will receive 15 Urban League Fellows. The DDA will receive four, one of which [] will go to ODP Applications. (U) 25X1

6. The Agency will approach ceiling by the end of May. (C)

7. Thirty-two architectural firms have expressed interest in bidding on the new building. (U)

8. The cafeteria passed its annual inspection by the FDA. (U)

25X1 9. Office of Finance announced that during the first quarter of the fiscal year [] GTR's were used, for a savings of approximately [] ODP personnel are urged to use Government Transportation Requests whenever possible. The savings are in ODP travel and training funds. Central Processing needs three days notice in order to process the GTR's. GTR's can be carried by the traveler if three days notice is not possible, but Central Processing frowns on this procedure. (U) 25X1

25X1 10. A reorganization has taken place in the DDI. The Office of Current Operations has now become the Office of Current Production and Analytical Support (OCPAS) with [] as
25X1 Chief. [] is Chief, Analytic Support Division. []
25X1 [] is Acting Chief while [] is serving on the SAFE Audit Staff. [] is Special Assistant to [] The DDI
25X1 Plans & Management Staff is headed by [] (U) 25X1

11. There will be a presentation by [] of the Applications reorganization following the staff meeting on 19 March. (U) 25X1

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12. [] has left the Agency. [] will handle professional, technical, and clerical applicants. [] will handle student training and various other functions. They can be reached on ext. [] (U)

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13. A tentative schedule for the 19-21 May 1982 ODP Conference will be published in the near future. (U)

14. Members of P&BG/MS attended a briefing on a new capability of a programming and budgeting system which is more structured than ZBB in terms of dollars. A report on ODP's 1984 budget submission is due in the DDA on 30 April. (U)

15. A number of people in DD/P and DD/A received a joint letter of appreciation from Mr. Johnson and Mr. Sherman, Director of Finance, for their work in payroll-related projects. []

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[] received a letter of appreciation from [] C/P&PD/OL, for her work on the LIMS project. []

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[] received letters of appreciation from the Chief, NIEPS, and a note of congratulations from Mr. Fitzwater, DDA, for their work on the NIEPS exercise. (U)

16. Attached are excerpts from ODP Division/Staff weekly reports and copies of our weekly reports to the DDA. (U)



25X1

Att: a/

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~~CONFIDENTIAL~~ODP 82-322
11 March 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Acting Director of Data Processing

SUBJECT: ODP Report for Week Ending 10 March 1982 (U)

Federal Data Management Users' Group (U)

[REDACTED] Chief, Data Base Systems Branch, SPD, was nominated to be the CIA representative to the Federal Data Management Users' Group. This new group is chartered by the National Bureau of Standards and is designed to provide guidance to NBS in the data base management area. (AIUO) [REDACTED]

ADP Procurement (U)

A memorandum was prepared for the Deputy Director for Processing's signature that requested action be taken by the Office of Logistics to accept a revised IBM payment plan for a currently installed IBM 3081 computer system. The memorandum stated that the new Alternate Payment Plan (APP) would result in a [REDACTED] budget savings to the Agency for a five year system life. In addition, it provided present value cost analyses of the current and revised plans using interest rates of as high as 20%. These analyses showed the new plan to be advantageous to the government. (AIUO) [REDACTED]

Support to DDO (U)

MPS (Message Processing System). On 2 March, the DATEX system began routing DDO electronic cable traffic to the [REDACTED]. DDO cables will no longer be routed through the [REDACTED]. DDO customers will now have local backup of their traffic and will not require going to OC's DATEX or CDS for retransmissions except when severe problems occur in MPS. During the first week the average traffic volume was 1800 cables per day. This will probably increase during the next several months as DDO intends to add other cable types to their electronic routing. (C) [REDACTED]

SAFE (U)

The SAFE Audit Team traveled to the [REDACTED] on 8 March. The team expects to remain there approximately two weeks. [REDACTED]

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Significant Events During the Coming Week (U)

The SAFE Steering Committee will meet with Admiral Inman on 19 March at Community Headquarters Building. (U)

25X1

(Signed)

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11 March 1982

Excerpts from ODP Div/Staff Reports for Week Ending
10 March 1982

Management

STAT [] As of 10 March, there were 18 outstanding advances totaling
[] none of which were delinquent. (AIUO) [] STAT

Administrative

STAT [] was reassigned from NPIC to Production Division
STAT on 8 March. [] was reassigned from Engineering Division
to OSO on 8 March.

Applications

STAT [] transferred from C Division to A Division
effective 8 March. She can be reached on [] STAT

Special Projects

STAT ADSTAR. This week all the functional tests were run through
Test Day 5 and half of Test Day 6. Most of the individual tests
have been successful. However, there are about ten outstanding
deficiencies. []

~~Administrative - Internal Use Only~~

5 March 1982

Excerpts from ODP Div/Staff Reports for Week Ending
3 March 1982Management

As of 3 March, there were 33 outstanding advances totaling \$12,300, none of which were delinquent. (AIUO) []

STAT

Processing

The CAMS-II Development system was brought online 23 February. This system will be used primarily by SPD until June for development of GIM-II. []

STAT

OCR system availability was poor for the week. We are experiencing problems in the hardware, software, and procedural areas. Operations is working with all concerned parties to improve the level of service. []

STAT

Administrative

In last week's report it was noted that [] was coordinating a DDA requirement to clear the ground floor halls of equipment and supplies. From a 2 March OL meeting, [] now advises that Logistics Services Division is under instruction to keep the halls clear. Building Services Branch will remove items left in the hallways longer than 48 hours. Once removed, it will be very difficult to locate and return the items.

STAT

STAT

STAT In accordance with [] dated 24 February, the Evaluation of Potential section of the Performance Appraisal Report format no longer need be completed. Advance Work Plans will continue to be a requirement, but will be retained in the component "soft" personnel file and not sent to the Office of Personnel. A revised PAR format is in the process of being reprinted.

OTE advises that the name of the Fundamentals of Supervision (FOS) and the Fundamentals of Administration (FOA) courses have been changed to the Management Development Course (MDC) I and II. This change better reflects the development nature of this skills oriented course. The course content and objectives remain unchanged; MDC I will continue to emphasize interpersonal skills that apply to supervisory responsibilities, and MDC II will develop the supervisor's knowledge and skills of the Agency's administrative practices. the change will become effective 5 April for MDC I and 12 April for MDC II.

~~Administrative - Internal Use Only~~

STAT [] entered on duty part time on 1 March. She
will be assigned as a secretary in the Personnel Section of
STAT Admin. [] was reassigned from OL to OD on
STAT 1 March. [] EOD'd as a computer operator in OD on 1
March.

Applications

STAT [] transferred to the LIMS project team on
STAT 1 March. He can be reached at 2D42 []
STAT [] went on rotation to OL/SAB on 1 March. His new address
STAT is 3G20 []

STAT

ODP 82-287
4 March 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Acting Director of Data Processing

SUBJECT: ODP Report for Week Ending 3 March 1982

DDA Executives Attend Information Processing Industry Briefing

On 3 March, Messrs Harry E. Fitzwater, DDA, [REDACTED] AD/ODP, and senior staff officers of ODP attended a one day briefing session presented by [REDACTED] on key economic and technological trends in the information processing industry. The central message of the day was that the 1980's will be the decade of the small personal computer, with prices coming down and functionality going up. The major challenge facing information processing (or ADP) managers will be the integration of these devices into an information processing network with current mainframe computers.

Support to Office of Imagery Collection and Exploitation

CAMS (COMIREX Automated Management System). The CAMS2 Preliminary System Design Review (PSDR) dry run meetings started on 2 March at the P/SDC [REDACTED] facility and are scheduled to be completed on 4 March. This major milestone in the CAMS2 Project life cycle is due for formal presentation at the end of March. The PSDR package of materials for review, which have been printed by P&PD/OL, consists of the following documents: System Requirement Document, Preliminary System Design, Database Specifications, Transition Overview Plan, Test Management Plan, System Interface Document, Hardware Recommendation Document, and a Guide to the above PSDR Material. [REDACTED]

Support to Office of Security

4C (Community-wide Computer-assisted Compartmental Control System). Execution of the 4C Terminal and Printer Installation Plan is on schedule. CIA and DIA Communication Engineers are currently surveying the 4C Community sites and will install communication lines and equipment in an order of priority established by the Office of Security. [REDACTED]

SAFE

From 22 through 26 February representatives of the Consolidated SAFE Project Office (CSPO) were at the [] SAFE Development Facility to discuss the technical evaluation of the Block I Preliminary Design Review (PDR) and to conduct a fact finding of the revised Project and Financial Plans. [] was requested to provide additional data in certain specific areas of the Financial Plan. As a result of the fact finding and the additional data to be provided by [] recommendations are being developed by the CSPO for modifications to the Plans.

The SAFE Audit Team, Chaired by [] CIA Information Handling Systems Architect, began its examination of project data on 2 March at the CSPO in Ames Building. []

Computer Operations Consultant Studying ODP

[] a consultant from the [] began work on 1 March. He is doing an audit of computer operations at the request of the Deputy Director for Processing. []

Significant Events During the Coming Week

The SAFE Audit Team will travel to the [] SAFE Development Facility on 8 March and remain there for two weeks. []

for

